

IMPORTANT INFORMATION REGARDING COUNTY SPONSORED TRAVEL

Please keep as reference.

BACKGROUND:

Due to confusion and lack of direction regarding the proper travel document submission, which has led to employees not receiving their expected reimbursement, I am sending this information out to try and assure we communicate the rules directly so there are no surprises at the end. Inaccurate processing can lead to difficulties with workmen's compensation coverage and/or other insurance coverage's, and can also make the processing of a Travel Expense Voucher (TEV) for reimbursements difficult.

TRAVEL AUTHORIZATION REQUESTS (TARs)

- Forms may be obtained from Marta or your division's OSC. You should obtain both forms (TARs & TEVs) initially to prevent having to repeat.
- Must be complete including: names of other personnel traveling on the same TAR, account codes, cost centers, all supervisory signatures (w/ the exception of the Fire Chief's.) You may leave the per diem line blank as this will be calculated by the Admin Services reviewer.
- It is the expectation from the County Finance Department that advance expenses such as: airfare, hotel, conference or registration fees, etc. should be put on a department or individuals' P-card. The employee will not be able to get advance \$\$ for these items.
- The remaining miscellaneous expenses to be incurred ex. baggage fees, taxi etc. can be reimbursed to the employee on return from the trip upon submission of receipts with Travel Expense Voucher
- Must have all appropriate supporting documentation attached: brief descriptive cover memo through the chain of command. This memo should include an explanation of trip's purpose. Also if this is for travel to a conference the conference brochures must be attached.
- Must be submitted to Marta Rivas, MCFRS Office of Procurement, 100 Edison Park Drive, 2nd Floor, Gaithersburg, Maryland 20878. TARs should be submitted as soon as possible but must be submitted no less than 15 business days prior to travel date.
- The TAR will be reviewed and the travel verified. Administrative Services personnel will calculate the per diem for the trip and add that information.

- The per diem is calculated based on the destination, time of travel, and if meals or other expenses are included in the conference registration fee.
- The TAR and supporting documentation will be submitted by Admin Services to the Fire Chief for final approval.
- After Fire Chief's approval the TAR documents will be returned to Marta for processing and filing. They will be used for comparison to the post-travel TEV document when it is submitted.
- The employee will receive an email confirming their travel has been approved.
- Remember if the appropriate forms and paperwork are not submitted in a timely manner personnel may not receive the advances for per diem costs.

TRAVEL EXPENSE VOUCHERS (TEVs)

- A complete and accurate TEV with all required supporting documents must be submitted to Marta within 10 business days after the date of return from the travel.
- Supporting documents include verification of your attendance at a conference or meeting.
- Please reference the approved TAR number on the submitted TEV.
- If the Administrative Division reviewer has any issues/ discrepancies/problems with a submitted TEV, such issues will be resolved prior to forwarding the TEV packet to the Office of Procurement for final processing.
- TEVs must be submitted for all travel for which a TAR was approved by the Fire Chief - even "time only / no cost" travel - as there is a need to closeout all department business travel events.

CHANGES IN TRAVEL PLANS

- If there are changes to the travel after receiving approval of the TAR the person listed in the Employee Name field must provide Marta with written advisement.
- Such changes would include adjustments in the travel dates, different employees traveling than those stated on the approved TAR, additional or less employees traveling, and changes to the mode of transportation used by the traveling employee (i.e., one-way air travel in lieu of the approved roundtrip ground travel). Without this advisement submitted TEV's that are not consistent with the approved TAR cannot be processed.